

2 April 1962

MEMORANDUM FOR THE RECORD

Subject: Items discussed with [] on 2 April 1962

1. Correspondence Controls -- Deputy Director's interest.

I advised [] that Mr. Borel, AD/CR requested me to come to his office today to discuss a request that he requested to prepare information pertinent to controls over Correspondence in the OCR Area. I advised Mr. Borel that Correspondence Controls ^{are} decentralized to the component level as indicated for other Records Management matters, in [] I also advised him that recently that [] of the DDS made similar inquiry of me. I felt, therefore, that Mr. Borel's response should be coordinated with the response made by the DDS to the Deputy Director. [] advised that a report was sent to the DDS by Col. White on 28 March. I advised [] in Mr. Borel's Office of this fact. No further action is required by us.

CONFERENCE
2. Records Management Development for Federal Executives.

I advised [] that GSA is sponsoring this Conference and the Administrator of GSA will invite [] to attend.

3. Disposition of Comptroller Records

In response to my inquiry, [] advised that no action has been taken on revising the Disposition Instructions for certain Comptroller Records as originally proposed to the DCI late last fall.

4. 5th Annual Conference, AREA

I discussed the advisability of someone from my Staff attending this Conference and [] proposed that this be limited to me. He also suggested that the Office of Training should make the necessary arrangements and sponsor me for this Conference.